



## SENIOR LEGAL COUNSEL

<b>POSITION TITLE:</b>	<b>Senior Legal Counsel</b>
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**POSITION AUTHORISATION:**

<b>INCUMBENT:</b>	TBA	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	Company Secretary	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	Chief Executive Officer	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS:**

<b>Business Group/Division</b>	Corporate
<b>Reports Directly to:</b>	Company Secretary
<b>Reports Indirectly to:</b>	Chief Executive Officer
<b>Subordinates:</b>	Administration Assistant – Legal Administration Assistant - Property
<b>Team membership:</b>	Company Secretarial Team
<b>Work Site:</b>	Corporate Office – Mulgrave Mill
<b>Job Status:</b>	Permanent - Full time
<b>Hours in Attendance:</b>	Nominally 38 hours per week

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<b>Qualifications / Experience:</b>	<p>At least 8-10 years post admission experience ideally with a high quality law firm and/or relevant commercial corporate experience.</p> <p>Experience in the legal framework of an Australian-based manufacturing and agricultural business.</p> <p>Experience in provision of high level strategic legal advice to leadership groups.</p> <p>Experience in supporting business development functions during growth phases.</p> <p>Experience in managing the relationship and briefing out of work with external law firms.</p>
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### **POSITION PURPOSE:**

The Senior Legal Counsel manages the provision of a full spectrum of legal, risk and compliance services to support corporate level transactions and the operations of MSF Sugar and its business units. Reporting to the Company Secretary, the Senior Legal Counsel works collaboratively with the Executive and Senior Leadership teams to ensure all operations of the organisation are conducted within the limits prescribed by law and the organisation’s rights are fully protected through the provision of sound legal counsel and guidance.

Further the incumbent will support strategic planning and growth activities for the organisation by providing a watching brief of changing legal frameworks in the Australian business environment.

### **AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.

### **KEY RELATIONSHIPS (Internal & External)**

The key relationships will be with the following:

- Company Secretariat team
- Finance and Administration team
- Executive Leadership Team
- External legal advisers
- Representatives of Government Departments (Sunwater, DERM etc)

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### KEY RESULT AREAS

Areas	Elements
<b>Legal &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Taking personal responsibility for the delivery of high quality, timely and cost-effective legal services to MSF Sugar.</li> <li>• Maintaining and managing relationships with external legal advisers that support efficient and effective provision of legal services to MSF Sugar and its business units including managing matters briefed to external lawyers.</li> <li>• Developing and managing training and compliance programs to promote understanding of MSF Sugar’s legal rights and obligations and a culture of compliance.</li> <li>• Leading and managing the performance development of the team.</li> <li>• Working closely with executive and senior leaders on significant corporate initiatives.</li> <li>• Planning and managing legal budgets and expenditure.</li> <li>• Developing and retaining the legal intellectual capital of the business.</li> <li>• Identifying, instigating and implementing legal compliance programs for MSF Sugar.</li> <li>• Identifying and managing legal risks in contracts, operations and claims.</li> <li>• Negotiating major commercial transaction and non-routine transactions.</li> <li>• Researching all legislation affecting MSF Sugar and ensuring that relevant business units are informed of new or proposed legislation and policy.</li> <li>• Build collaborative and productive working relationships across MSF Sugar and with key external stakeholders.</li> <li>• As instructed lodge Statutory forms with ASIC and ensure acceptance by the authority</li> <li>• Assist in keeping corporate registers up to date.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of policies and procedures as instructed by Company Secretary.</li> </ul>
<b>Executive and Other Reports</b>	<ul style="list-style-type: none"> <li>• Assist Company Secretary prepare monthly corporate administration papers</li> </ul>

### SKILL REQUIREMENT

Skill Category	Skills
<b>Technical Skills</b>	Relevant legal skills in interpreting, analyzing and drafting legal documents. Familiarity and understanding of relevant legislation including commercial and contracts law. Ability to manage legal cases. Microsoft suite.

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Skill Category	Skills
<b>Enabling Skills</b>	Keyboard skills. Time management. Self management.
<b>Essential Skills</b>	Leadership ability with well-developed communication, negotiating, influencing and interpersonal skills. Business acumen. Conflict management. Customer focus. Developing relationships.
<b>Desirable Skills</b>	Innovation management. Motivating others. Best practice Governance frameworks. Managing competing priorities and escalation. Managing a small team.

### **GENERAL**

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organisation's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organisation activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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